# Switching between Active Duty/Civilian/Contractor-(DTS Role Holder) & Military Reserve Account (Oct 2021)

1. You can normally utilize one Common Access Cards (Civ/Mil) to access multiple DTS accounts. Once logged in to DTS, the process is the same to switch between any account type. To begin, click the dropdown arrow next to your name and click the "RESET PROFILE" button as shown below. **If the "RESET PROFILE" button does not display below your name, you only have one DTS account built.**

   Note: Pay attention to the "Organization" listed below your name. USMC Policy does not allow reserve "R" profiles to reside in non-reserve (Non-R) organizations. They should remain in the Reservists HTC DTS Organization. All reserve organizations must contain the letter "R" at the end of the "Organization" name. In the <u>**EXAMPLE**</u> shown below, the profile is the non-reserve profile, residing in a Non-R organization.

2. DTS will prompt you to confirm you want to reset the user ID (As shown below). Click the "RESET PROFILE" button. DTS will automatically terminate the session associated with the account you are currently logged on with.
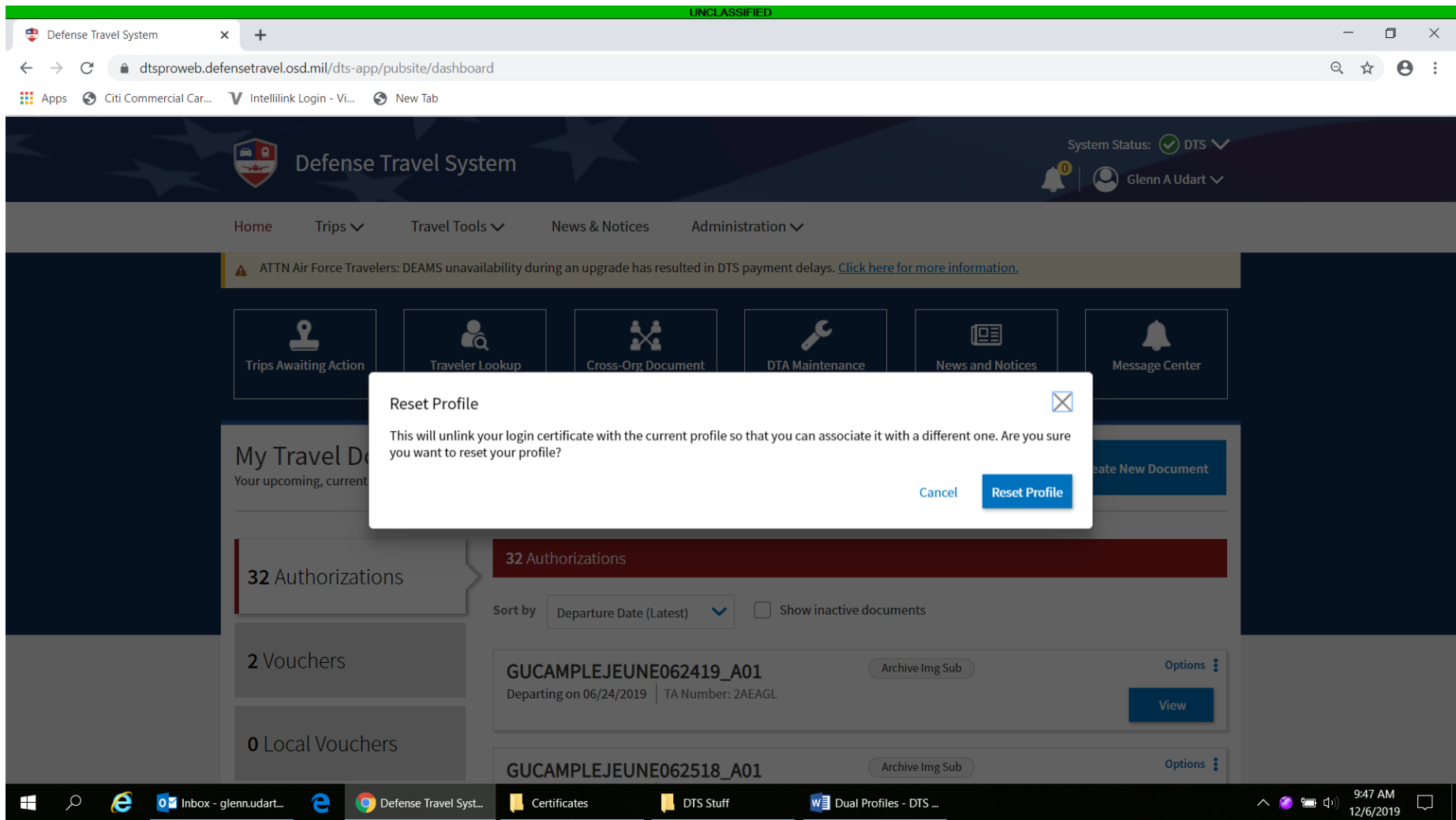
3. Click the "Home" button in the upper left corner to display the "Log In to DTS Page".

4. To activate/switch to your Reserve Profile, click the Log In button, accept the policy and ethics, and enter your CAC PIN when prompted. When the "Activate account"page is displayed, enter your 9-digit SSN (No dashes or spaces), **AND** place a check mark in the block to the left of "Member of the Reserves/National Guard", then click "Activate account" (as shown below).

5. Once logged into the system, click on your name and it should display your Reserve Organization name ending with an "R" (as shown below). To further validate you are working with your "R" account, click on the "My Profile" link under your name. Your personal information should be displayed and you can verify the profile has an "R" at the end of your SSN, i.e ###-##-1234R.

If the system generates a login error such as "The Account is locked or cannot be found", it is because the other profile is in a detached state and must be received into an organization before login is successful.

6. To return to your other DTS account, simply repeat the process but do NOT check the block labeled "Member of the Reserves/National Guard".

7. To ensure you are utilizing the correct DTS Profile for travel, one must familiarize themselves with the "DTS Reserve Guide" located under the REFERENCES section at: https://www.quantico.marines.mil/Resources/Defense-Travel-System-DTS-/References/ . The guide explains different types of reserve travel orders and the correct DTS Profile to utilize, based on the reserve orders type you are dealing with.